

The number of operating companies is shown for each industry in table 1 of the industry reports. comparable figures for earlier years. In table 12 of the industry reports, the number of operating companies is distributed by number of establishments operated by each company within an industry with an indication of the size of establishments operated by companies in each class.

## 16. PERSONS ENGAGED IN MINING

The employment statistics represent all full-time and part-time employees at the establishment who worked or received pay for any part of the pay period which included the 12th and nearest the 15th of the months specified on the report form. Included are all persons on paid sick leave, paid holidays, and paid vacation during these pay periods. Also included are miners paid on a per ton, car, or vard basis. Excluded are employees at the mine who were on the payroll of another employer (such as employees of contractors) and employees at company stores, boarding houses, bunk houses, and recreational centers. Also excluded are members of the Armed Forces and pensioners carried on the rolls but not working during the period. Officers of corporations are included as employees, but proprietors and partners of unincorporated firms are excluded.

This total employment is divided into two functional classifications comparable with the basic classifications used for the manufacturing industries. Mining companies were instructed to report these two employee classifications as follows:

Production, development, and exploration workers.—Employees up through the working foreman level engaged in manual work, using tools, operating machines, hauling materials, loading and hauling products out of the mine in mine cars or

trucks, and caring for mines, plants, mills, shops, or yards. Included are exploration work, mine development, storage, shipping, maintenance, repair, watchmen services, auxiliary production for use at establishments (such as power plant), record-keeping, and other services closely associated with these production, development, and exploration operations at the establishment covered by the report. Gang and straw bosses and foremen who performed manual labor are included, as are employees paid on either a time- or piece-rate basis. Also included are miners paid on a per ton, car, or vard basis, the men engaged by them and paid out of the total amount received by these miners, and other employees at the establishment but not on its payroll, if paid directly through its own employees, such as superintendents and foremen. Supervisory employees above the working foreman level are excluded from this category.

All other employees.—Nonproduction personnel at the establishment above the working foreman level engaged in such activities as supervision, sales, highway trucking (by employees not entering mines or pits), advertising, credit collection, clerical, and routine office functions, executive, purchasing, finance, legal, personnel (including cafeteria and medical), professional (such as engineers and geologists), and technical activities.

Also included are employees on the payroll of the establishment engaged in the construction of major additions or alterations to the plant who are utilized as a separate work force. (Workers engaged in regular maintenance and repair operations are not included here, but are classified as production, development, and exploration workers.)

Employees at an office located at or near the mining establishment are usually included in the mine report. Where such offices or auxiliary units were reported separately, their employees are included in the totals for individual industries and the State tables for each industry but are not always classified by type of operation or by frequency in frequency tabulations. These figures, classified by industry and State, are also shown separately in the summary chapter, Employment and Related Statistics. This practice differs from that used in the census of manufactures, in which employment at central administrative offices and auxiliary units were included in total manufacturing but not in individual industries.

In the mineral industry reports, besides these statistics on two types of employment, figures are shown on the total number of proprietors and firm members and separately on the number of these who regularly performed production, development, or exploration work.

## 17. MONTHLY AND AVERAGE EMPLOYMENT

The 1963 report forms requested employment figures for "production, development, and exploration workers" for four selected pay periods

(midmonth employment in March, May, August, and November). For "all other employees," only a mid-March figure was requested. The "annual average" is composed of an average of the four monthly figures for production, development, and exploration workers plus the March figure for "all other employees."

This approach was used to simplify the schedule format and lighten the reporting burden of respondents, since it was found that the average of these selected pay periods approximates very closely for almost all industries the average employment for the year that would be obtained from 12 monthly pay periods.

The employment averages shown in this report for all industries are based on the four-month figures described above. However, many of the mineral industries are highly seasonal. For such industries, figures on production, development, and exploration workers were collected for all 12 months and are shown in table 3 of the industry chapters.

The average employment for mines, based on 4 or 12 monthly figures, is generally comparable with employment statistics compiled for manufacturing and mining by other government agencies, but is lower than the measure used in annual accident and other reports to the Bureau of Mines. The latter measure represents the "average number of employees on active days," excluding shutdown periods. Such averages generally exceed the average for 12 months, sometimes by as much as 25 percent.